



[insert office name] NRCS Office

[insert office address]

[insert your city], ID [insert zip code]

Telephone: (###) [insert office phone number]

[insert the date]

[insert applicants name]

[insert applicants address]

[insert applicants city, state, zip code]

Farm No: [insert number] Contract No: [insert number]

Program: Environmental Quality Incentives Program

Dear Mr/Mrs/Ms. [insert applicant name]:

Your request for a contract in the Environmental Quality Incentives Program has been deferred. Your application has been deferred due to:

**/ \_\_ / Current lack of funds. Because of limited funding, not all of the high priority requests could be funded at this time.**

**/ \_\_ / Lower priority - Ranked. While your request was determined to be worthwhile, it was not considered as one of the top ranked contract requests at this time.**

**/ \_\_ / Lower priority - Not Ranked. Your request was not ranked. It was screened through our application screening process and was determined to be in a lower priority category at this time.**

**/ \_\_ / Other reason.**

If you would like USDA to consider your application in the next application period, then you need to contact the NRCS within 30 calendar days of the date of this letter to express your interest.

If you would like USDA to consider your application again in the next application period, but would like to make revisions or change to your application, you must contact the NRCS within 30 calendar days from the date of this letter to express your intent. NRCS will then contact you prior to the end of the next application period.

If you do not want your application to be considered in the next application period, you can contact NRCS. If we are not contacted within the 30-calendar-day timeframe, your application will be disapproved.

Deferred approval of your offer is not an appealable issue. However, you may appeal the technical determination that made up the basis for the deferral of your offer, such as computation of the environmental points.

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

An Equal Opportunity Provider and Employer

The request for appeal must be received by the Farm Service Agency (FSA) County Committee within 30 calendar days of the date of this letter.

Thank you for your interest in this program. We look forward to assisting you in the future.

Sincerely,

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[Type your name], District Conservationist

cc: Joan Perry, Director, Pacific Basin Area  
John H. Lawrence, State Resource Conservationist